

# MATILDA ESENAM GBEVE

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## SUMMARY

Versatile and solutions-driven professional with a multidisciplinary background in administration, customer experience, creative design, and full stack web development. I specialize in optimizing workflows, elevating digital experiences, and supporting business growth through strategic execution and user-centered solutions.

Currently serving as an Executive Assistant within a business conglomerate, I manage operations, client relationships, and digital presence while also offering freelance services in brand identity, UI/UX design, and content creation.

I'm actively expanding my technical skillset in software engineering and AI, building on my full stack training (HTML, CSS, JavaScript, Python) through hands-on projects with ALX. Passionate about technology, clarity, and practical design, I thrive in dynamic environments where creativity meets systems thinking.

## WORK EXPERIENCE

**Executive Assistant, Skye Space Enterprise LTD – Kumasi, Ghana** **May 2024 - Present**

*A business conglomerate consisting of a farming sector, real estate service, transport service & fashion store*

### SUMMARY OF CONTRIBUTIONS:

Delivery of exceptional administrative support, ensuring seamless day-to-day operations, contributing to HR initiatives, website optimization and creating engaging contents for social media and marketing materials. I assist with project coordination and management tasks, ensuring timely completion and team collaboration.

**Executive Assistant, Skye Space Consulting – Amherst Lane, Westminster, MD** **May 2024 - Present**

*A mining engineering consulting firm*

### SUMMARY OF CONTRIBUTIONS:

Delivery of exceptional administrative support, ensuring seamless day-to-day operations, website optimization and creating engaging contents for social media and marketing materials. I assist with project coordination and management tasks, ensuring timely completion.

**Graphic Designer, Yo! GEM – Tema, Ghana** **July 2023 - Present**

*A creative firm with expertise in graphic design, video editing, voiceovers and visual communication*

### SUMMARY OF CONTRIBUTIONS:

Delivery of high-quality, impactful designs that enhances clients' visual communication and marketing efforts.

**Personal Assistant, Charters Forum – Accra, Ghana** **Sept 2023 - Feb 2024**

*A business consulting firm, known for its exceptional problem solving skills and customer service*

### SUMMARY OF CONTRIBUTIONS:

Ensured seamless personal assistant support, including calendar management, travel coordination, and efficient communication, elevating the firm's visual communication and promotional materials.

**Assistant Universal Relations Officer, Societe Generale Ghana – Tema, Ghana** **2021-2023**

*An industry leader in banking and finance, known for its exceptional customer service, profitability and sustainable practices.*

### SUMMARY OF CONTRIBUTIONS:

Successfully grew sales and profits, applying proactive management strategies and enhancing sales training, while maintaining front desk management and record keeping responsibilities. I also built strong customer relationships, resulting in increased customer satisfaction and loyalty.

**EARLY CAREER:** Began in 2019 with EPA-Ghana & Accra Technical University-Ghana as an intern

EDUCATION & CREDENTIALS

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Applied AI Lab - WorldQuant University	July 2025 - Present
Software Engineering - African Leadership X	January 2025 - Present
Full-Stack Development - Mimo	January 2025 - July 2025
Artificial Intelligence - African Leadership X	September 2024 - November 2024
Virtual Assistant Course - African Leadership X	July 2024 - September 2024
Human Resources Consultancy - International Association of Professions Career College	2024 - 2024
HND Procurement and Supply Chain - Accra Technical University	2018 - 2021
Financial Literacy - National Association of State Boards of Accountancy (NASBA)	2024
Administrative Assistance - Microsoft Professional Certificate	2024

SKILLS

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- Problem-solving
- Time Management
- Communication
- Full-Stack Development
- HTML, CSS, JavaScript, Python, React, SQL
- Proficiency in Canva, Photoshop, Google workspace, Microsoft office, Quickbooks, and Calendly
- Content Development
- Teamwork and Collaboration
- Calendar Management
- UI/UX Design
- Project Coordination & Management
- Customer Relationship Management (CRM)
- Attention to Detail & Quality Assurance
- Web & App Development

INTERESTS

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- Artificial Intelligence (AI)
- STEM
- Psychology & Human Behavior
- Mental Health
- Books
- Women Empowerment
- Health & Fitness
- Music

LANGUAGES

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- English - Fluent
- Ewe - Native
- Twi - Fluent
- French - Reading Proficiency

REFERENCES WILL BE PROVIDED UPON REQUEST